



Microsoft SharePoint for End Users (1 Day)

COURSE GOAL: To provide students with skills to use SharePoint in groups to construct web sites specifically for collaboration--sites where individuals can capture and share ideas, and work together on documents, tasks, contacts, and events.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Access sites that are already set up
- Create new sites
- Personalize sites
- Use the document and picture libraries for adding and editing content
- Add discussion boards and surveys to a site
- Enhance security

KEY TOPICS:

I. Getting Started with Microsoft SharePoint

- A. Introduction to Microsoft SharePoint
- B. Accessing SharePoint
- C. Navigating Microsoft SharePoint
- D. Getting Help

II. Creating Sites

- A. Creating a Collection (Top Level Site)
- B. Creating a Team Site
- C. Creating Pages and Sub-Sites

III. List Concepts

- A. Creating a Custom List
- B. Adding a List Item
- C. Editing and Deleting Items
- D. Views
- E. Custom Columns and Modifying a View
- F. Sorting and Filtering

IV. The Document Library

- A. The Document Library
- B. Adding Documents
- C. Editing Documents
- D. Versions
- E. Document Workspace
- F. Folders

V. Managing Permissions

- A. Site Permission & Groups
- B. Working with Groups
- C. Adding Users to a Group

VI. Workflows

- A. Creating Workflows
- B. Starting a Workflow
- C. Working with Workflows
- D. Editing Workflow Settings

VII. Web Part Pages

- A. Creating a Basic Web Page
- B. Creating a Web Page with Parts

VIII. Wiki Library

- A. Creating a Wiki Library
- B. Editing Wiki Content
- C. Creating Links and Pages
- D. Manage Wiki Page Changes

IX. Other Topics

- A. Communication Objects
- B. Contacts
- C. Specialized Sites
- D. Tracking Pages
- E. General Site Creation